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ABSTRACT

The programed instruction lesson presented in this paper is designed to introduce the Data Base subprogram of the Appleworks software program. The main sections of the lesson are: (1) getting started with the database; (2) arranging, moving, and updating files; and (3) creating a new database. Illustrations of the computer screen as it would appear at various points in the program are provided throughout the manual. (MES)

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INTRODUCTION TO DATA BASE USING THE APPLE IIe COMPUTER

AND THE

APPLEWORKS DATA BASE PROGRAM

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INTRODUCTION

This document is part of a larger Apple IIe training program designed to introduce U. S. Coast Guard users generally to the Apple IIe coputer and specifically to the AppleWorks program and its subprograms. In this lesson, users are introduced to the Date Base subprogram. The lesson is usable, independent of the remainder of the training program, if the user already has some facility with the Apple IIe computer itself. Apple Presents AppleWorks, AppleWorks and one or more data disks are required to successfully use the document.

- LESSON 6 -

INTRODUCTION TO DATA BASE

A. Prior Experience: In the first part of this lesson, we deal with a Data Base tutorial. If you are familiar with the basics of the Data Base program included on AppleWorks and simply want more experience manipulating the program for your own purposes, advance to D.7. of this lesson.

B. Apple Presents AppleWorks: Let's start at the beginning! With the Apple Presents AppleWorks disk, side 1 in disk drive slot 1 and the Data Base Lesson Menu on the screen, press RETURN. What occurs?

ANSWER: _____

_____

B. ANSWER: WE CHOOSE OPTION 1., GETTING STARTED WITH THE DATA BASE.

---

1. What is AppleWorks Data Base?

ANSWER: _____

_____

B.1. ANSWER: A FILING SYSTEM.

---

2. Press RETURN two times, being careful to read whatever appears on the screen. Where are files normally located?

ANSWER: _____

_____

B.2. ANSWER: ON A DATA DISK, NOT A STARTUP DISK.

3. Press RETURN a fourth time. What appears on the screen?

ANSWER: _____

_____

B.3. ANSWER: AN EXAMPLE MAIN MENU APPEARS ON THE SCREEN.

4. Select option 1 and proceed. What appears now?

ANSWER: _____

_____

B.4. ANSWER: AN ADD FILES MENU WHICH IS SUBORDINATE TO THE MAIN FILES MENU.

5. Where is your file?

ANSWER: _____

_____

B.5. ANSWER: ON THE CURRENT DISK, THE APPLE PRESENTS APPLEWORKS DISK IN DRIVE 1.

6. If you were using the real AppleWorks program and real data, can you guess where your file would be?

ANSWER: _____

_____

B.6. ANSWER: ON A DATA DISK WHICH YOU NO DOUBT WOULD HAVE PUT IN THE DISK DRIVE AFTER LOADING THE APPLEWORKS PROGRAM.

---

7. Follow the directions now and press RETURN. What comes on the screen?

ANSWER: _____

_____

_____

B.7. ANSWER: A LIST OF FILES FROM THE DISK IN DRIVE 1 (APPLE WORKS FILES). NOTICE THAT THESE FILES ARE INDENTED INDICATING THEY ARE SUBORDINATE TO OR DEEPER IN THE PROGRAM THAN THE ADD FILES MENU.

---

8. Press RETURN once and ↓ twice. What happens?

ANSWER: _____

_____

B.8. ANSWER: THE GREEN HIGHLIGHT MOVES FROM LETTER TO CUSTOMER INDICATING YOU ARE INTERESTED IN CALLING UP THE CUSTOMER FILE.

9. Press RETURN and describe the result.

ANSWER: _____

_____

B.9. ANSWER: THE CUSTOMER FILE COMES ON THE SCREEN.

10. Back to RETURN. After pressing it and examining the result, you should be able to define CATEGORY. Do so now!

ANSWER: _____

_____

B.10. ANSWER: A CATEGORY IS AN AREA IN WHICH INFORMATION IS PLACED. THE CATEGORIES ARE RELATED FOR EACH ENTRY.

11. When you press RETURN this time, you should see a flashing green highlight all the way across the FIN & FUR line. What does it mean?

ANSWER: _____

_____

B.11. ANSWER: THE HIGHLIGHTER IS SHOWING ALL THE INFORMATION ABOUT ONE ENTRY. THIS IS CALLED A RECORD.

---

12. What statement can you now make about CATEGORIES and RECORDS?

ANSWER: _____

_____

_____

B.12. ANSWER: ON THIS DISK, CATEGORIES ARE IN COLUMNS AND RECORDS ARE IN ROWS.

---

13. Press RETURN. What is an entry?

ANSWER: _____

_____

B.13. ANSWER: THE INFORMATION IN ONE CATEGORY OF A RECORD.

---

14. Press RETURN and then B. What is a multiple record layout?

ANSWER: _____

_____

B.14. ANSWER: MANY RECORDS LISTED IN THE SAME FILE.

---

15. Press RETURN. What does it mean to zoom?

ANSWER: _____

_____

B.15. ANSWER: TO MOVE RAPIDLY TO A PARTICULAR CATEGORY IN A RECORD.

---

16. What must be done to zoom?

ANSWER: _____

_____

B.16. ANSWER: INSURE THAT THE CURSOR IS AT THE BEGINNING OF THE RECORD OF INTEREST AND THEN PRESS OPEN-APPLE-Z.

17. Press OPEN-APPLE-Z. What appears on the screen.

ANSWER: _____

_____

B.17. ANSWER: ALL OF THE INFORMATION IN A PARTICULAR RECORD EVEN THOUGH IT DID NOT APPEAR IN THE RECORD PRIOR TO THE PREVIOUS OPERATION.

18. Press RETURN and then OPEN-APPLE-Z to zoom back to the Multiple Record layout. Then press RETURN twice.

C. Arranging, Moving and Updating: Do you remember the second file in the Data Base Lesson Menu? If not, press OPEN-APPLE-ESC. Write your answer below.

ANSWER: _____

_____

C. ANSWER: ARRANGING, MOVING, AND UPDATING.

1. Since you have probably used the OPEN-APPLE-ESC option, can you now get back to the Arranging, Moving and Updating portion of the tutorial? How? Do so now.

ANSWER: _____

_____

_____

C.1. ANSWER:
PRESS ↓ AND
THEN RETURN.

2. Follow the directions and then answer the questions below. What steps are necessary in order to rearrange the records in a file?

ANSWER: a_____

_____

b_____

_____

c_____

_____

C.2. ANSWER:
a. PRESS TAB THE PROPER NUMBER OF TIMES TO MOVE THE CURSOR TO THE CATEGORY OF INTEREST.
b. PRESS OPEN-APPLE-A.
c. SELECT THE DESIRED ARRANGEMENT ORDER AND PRESS RETURN.

C.1. ANSWER:
PRESS ↓ AND
THEN RETURN.

2. Follow the directions and then answer the questions below. What steps are necessary in order to rearrange the records in a file?

ANSWER: a_____

_____

b_____

_____

c_____

_____

C.2. ANSWER:
a. PRESS TAB THE PROPER NUMBER OF TIMES TO MOVE THE CURSOR TO THE CATEGORY OF INTEREST.
b. PRESS OPEN-APPLE-A.
c. SELECT THE DESIRED ARRANGEMENT ORDER AND PRESS RETURN.

4. What is the blinking underline called and why?

ANSWER:_____

_____

C.4. ANSWER: THE INSERT CURSOR BECAUSE IT INSERTS A LETTER BETWEEN THE ONE UNDER WHICH IT IS BLINKING AND THE PREVIOUS LETTER.

---

5. What happens to the blinking line cursor when you press the spacebar?

ANSWER:_____

_____

C.5. ANSWER: THE CURSOR SKIPS A SPACE.

---

6. Follow the directions given on the program until you get to the address in the EATARAMA RECORD. How can the blinking line cursor be changed to replace rather than move a character?

ANSWER:_____

_____

C.6. ANSWER: PRESS OPEN-APPLE-E.

---

7. How does the blink line cursor change?

ANSWER: _____

_____

C.7. ANSWER: IT CHANGES TO A SOLID BLINKING RECTANGLE CURSOR.

8. What happens when changes are made using the blinking rectangular cursor.

ANSWER: _____

_____

C.8. ANSWER: NUMBERS OR LETTERS ARE REPLACED ONE-FOR-ONE.

9. How is it possible to move the rectangular cursor?

ANSWER: _____

_____

C.9. ANSWER: PRESS THE RIGHT OR LEFT ARROW THE REQUIRED NUMBER OF TIMES.

1Ø. How can you erase a letter immediately to the left of the rectangular cursor?

ANSWER: _____

_____

C.10. ANSWER:
PRESS DELETE.

11. - Follow the directions given on the screen and explain how to eliminate an entire record.

ANSWER: a_____

_____

b_____

_____

c_____

_____

C.11. ANSWERS:
a. USE ARROWS TO MOVE THE CURSOR TO THE DESIRED RECORD.
b HOLD DOWN OPEN-APPLE AND PRESS D.
c. PRESS RETURN.

D. Creating a New Data Base: Bring up the main menu on the screen by pressing OPEN-APPLE-ESC.

1. Press ↓ one time, RETURN once, ↓ twice and RETURN again twice. What appears on the screen (If you should shut off the machine at this point and then turn it on again, you would have to press DOWN ARROW three times instead of once)?

ANSWER:_____

_____

C.10. ANSWER:
PRESS DELETE.

11. Follow the directions given on the screen and explain how to eliminate an entire record.

ANSWER: a_____

_____

b_____

_____

c_____

_____

C.11. ANSWERS:
a. USE ARROWS TO MOVE THE CURSOR TO THE DESIRED RECORD.
b HOLD DOWN OPEN-APPLE AND PRESS D.
c. PRESS RETURN.

D. Creating a New Data Base: Bring up the main menu on the screen by pressing OPEN-APPLE-ESC.

1. Press ↓ one time, RETURN once, ↓ twice and RETURN again twice. What appears on the screen (If you should shut off the machine at this point and then turn it on again, you would have to press DOWN ARROW three times instead of once)?

ANSWER:_____

_____

4. Press RETURN, type ORGANIC PIES, press RETURN twice, OPEN-APPLE-E, PIE NAME and return. How does the screen now appear?

ANSWER:_____

_____

_____

D.4. ANSWER: WE ARE IN THE ORGANIC PIES FILE AND READY TO CONTINUE TYPING UNDER PIE NAME.

5. Continue by typing PIES SOLD and pressing RETURN twice. What happens?

ANSWER:_____

_____

D.5. ANSWER: THE ADDITIONAL CATEGORIES ARE TYPED IN FOR YOU.

6. Continue by following the directions shown on the screen until you get to the point where you see a complete data base. Then press RETURN and take the self quiz. How many questions did you miss?

ANSWER:_____

D.6. ANSWER: IF YOU MISSED ANY OF THESE QUESTIONS, YOU SHOULD REVIEW THE SECTION.

7. It's now time to apply abit of what we have learned. Do you remember what must be done to a new disk before it can be used?

ANSWER:_____

_____

D.7. ANSWER: IT MUST BE FORMATTED.

---

8. Can you remember how to format?

ANSWER:_____

D.8. ANSWER: NO.

---

9. Remove the Apple-Presents AppleWorks disk, insert the PRODOS.USERS disk in disk drive slot 1 and press OPEN APPLE-CONTROL-RESET, select F, select V, select F. Before continuing, place a blank disk in disk drive slot #2. Now press RETURN, then #2.

---

10. Next, type in COAST.GUARD exactly as it is shown and press RETURN.

---

11. When formatting is complete, remove the PRODOS.USERS disk from disk drive slot #1, insert AppleWorks side one and load the program by pressing OPEN APPLE-CØNTROL-RESET. What appears on the screen?

ANSWER:_____

_____

7. It's now time to apply abit of what we have learned. Do you remember what must be done to a new disk before it can be used?

ANSWER:_____

_____

D.7. ANSWER: IT MUST BE FORMATTED.

---

8. Can you remember how to format?

ANSWER:_____

D.8. ANSWER: NO.

---

9. Remove the Apple-Presents AppleWorks disk, insert the PRODOS.USERS disk in disk drive slot 1 and press OPEN APPLE-CONTROL-RESET, select F, select V, select F. Before continuing, place a blank disk in disk drive slot #2. Now press RETURN, then #2.

1Ø. Next, type in COAST.GUARD exactly as it is shown and press RETURN.

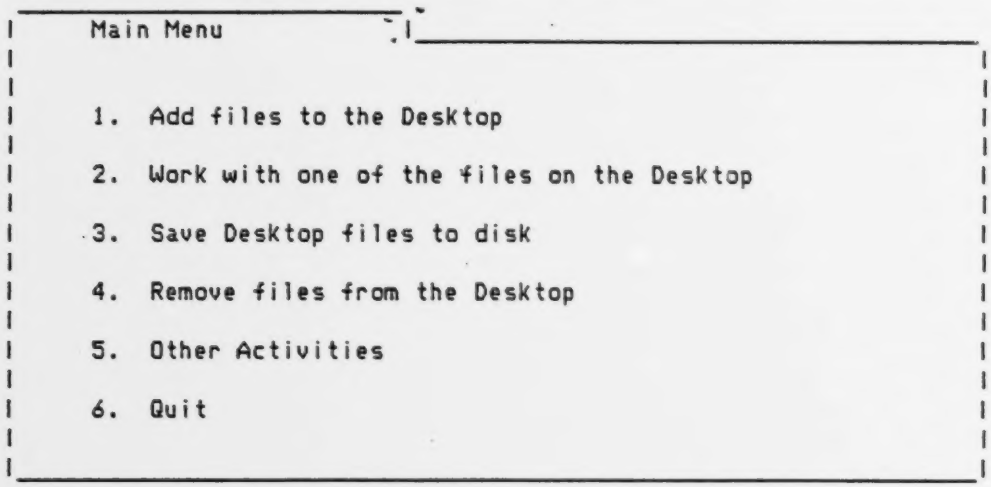
---

11. When formatting is complete, remove the PRODOS.USERS disk from disk drive slot #1, insert AppleWorks side one and load the program by pressing OPEN APPLE-CØNTROL-RESET. What appears on the screen?

ANSWER:_____

_____

Disk: Disk 1 MAIN MENU


Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit

Type number, or use arrows, then press Return ⌘-? for Help

FIGURE 6-1. PICTURE OF THE MAIN MENU.

14. You are now ready to create your own file. Press RETURN. What occurs this time?

ANSWER: _____

D.14. ANSWER: THE ADD FILES MENU APPEARS ON THE SCREEN.

IF THE TOP LEFT CORNER OF YOUR SCREEN SHOWS DISK: DISK 1, AS IT DOES IN FIGURE 6-1, THEN PROCEED AS FOLLOWS TO CHANGE TO DISK: DISK 2: WHICH YOU NEED IF YOU HAVE A DUODISK DRIVE.

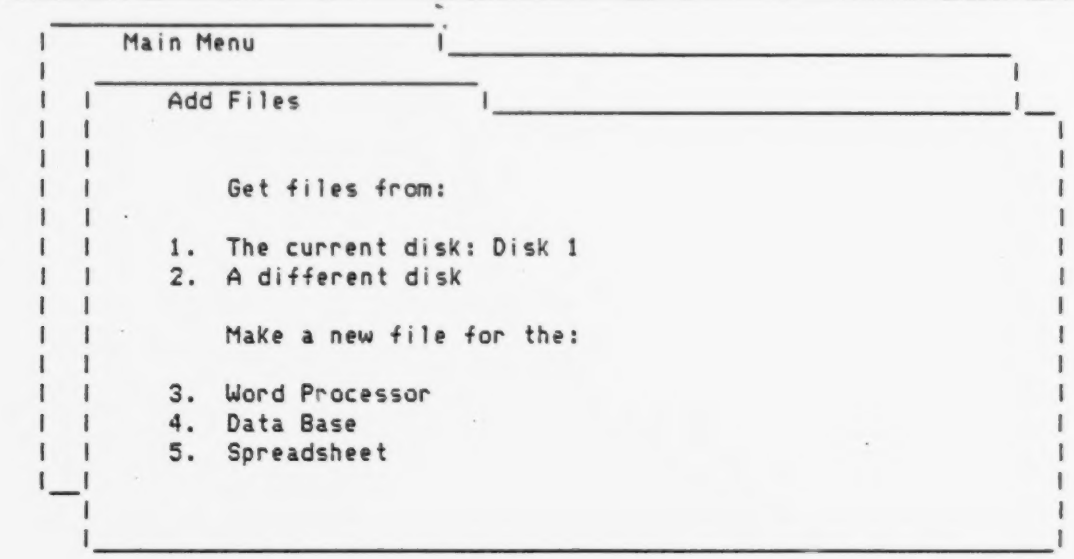
a. PRESS 2 AND THEN RETURN.

b. SELECT OPTION 2 AGAIN AND THEN PRESS RETURN.

c. THE ADD FILES MENU SHOULD NOW READ DISK 2 IN THE TOP LEFT HAND CORNER AND ALSO ON LINE 1 OF THE OPTIONS LISTED.

STEP "a" SHOULD PRODUCE THE PICTURE SHOWN IN FIGURE 6-2.
STEP "b" SHOULD PRODUCE THE PICTURE SHOWN IN FIGURE 6-3.
STEP "c" SHOULD PRODUCE THE PICTURE SHOWN IN FIGURE 6-4.

```
Disk: Disk 1                    ADD FILES                    Escape: Main Menu
```




```
Type number, or use arrows, then press Return                55K Avail.
```

FIGURE 6-2. ADD FILES MENU WITH DISK 1 IN THE TOP LEFT CORNER.

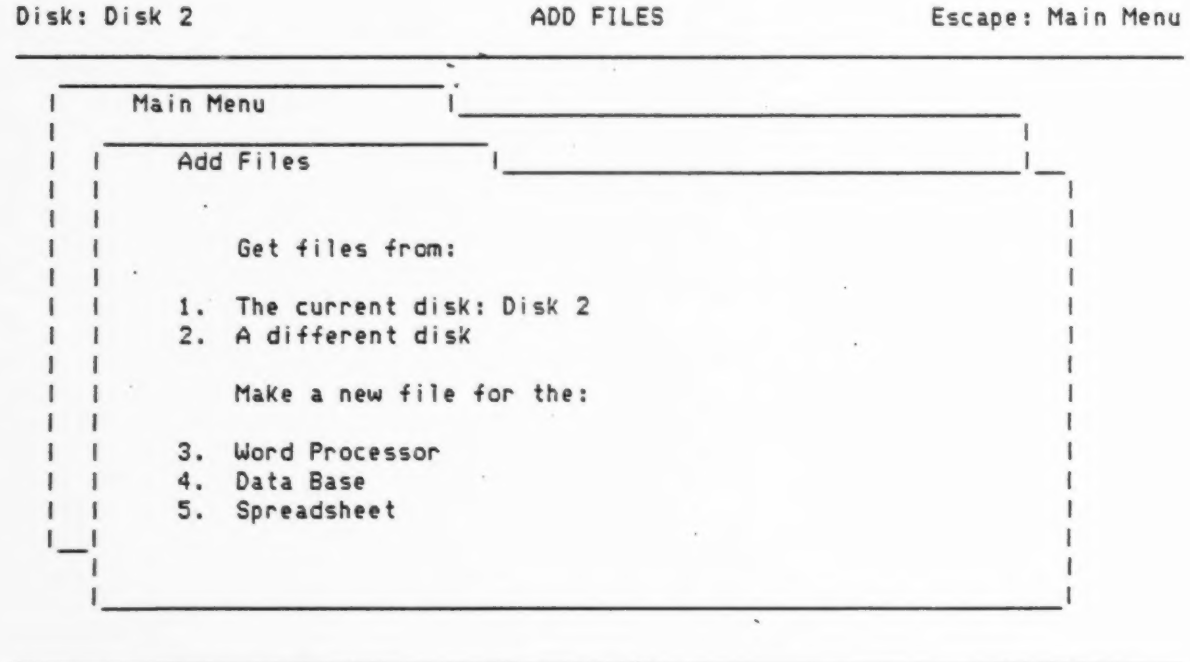


FIGURE 6-4. ADD FILES MENU WITH DISK 2 IN THE TOP LEFT CORNER.

15. Since we are dealing with Data Base, how do you move the green highlight to Data Base?

ANSWER: _____

_____

D.15. ANSWER:
PRESS ↓
THREE TIMES OR
THE NUMBER "4"
KEY.
SELECT DATA
BASE NOW.

16. Now press RETURN twice. What do you suppose the arrow opposite From Scratch means?

ANSWER: _____

_____

D.16. ANSWER: THE NEXT TIME RETURN IS PRESSED, A NEW FILE WILL BE STARTED FROM SCRATCH. YOUR SCREEN SHOULD APPEAR LIKE THE EXAMPLE SHOWN IN FIGURE 6-5. EXAMINE FIGURE 6-5 AND THEN PROCEED TO #17.

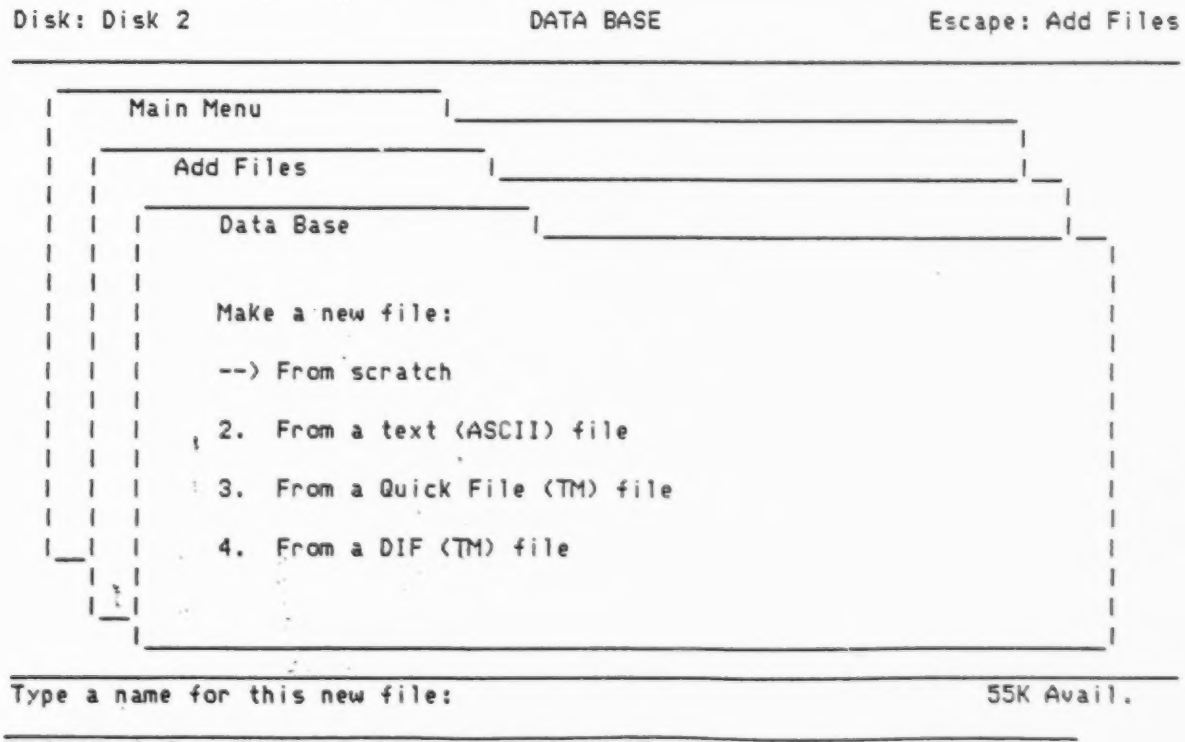


FIGURE 6-5. EXAMPLE OF THE DATA BASE MENU.

17. To name the new file, type HOKKAIDO and press RETURN. Describe what you see.

ANSWER: _____

_____

_____

D.17. ANSWER: FILE HOKKAIDO APPEARS ON THE SCREEN WITH THE CURSOR BLINKING UNDER THE C IN CATEGORY. YOUR SCREEN SHOULD APPEAR LIKE THE EXAMPLE SHOWN IN FIGURE 6-6.

File: HOKKAIDO CHANGE NAME/CATEGORY Escape: Review/Add/Change

Category names

Category 1

Options:

Change category name
Up arrow Go to filename
Down arrow Go to next category
a-I Insert new category

Type entry or use a commands 55K Avail.

FIGURE 6-6. EXAMPLE OF FILE: HOKKAIDO.

18. What is a category? You may use your own words or consult a dictionary. After you have done this, compare your answer with the answer provided for this question.

ANSWER: _____

_____

D.18. ANSWER: IN COMPUTER DATA BASE LANGUAGE, A CATEGORY IS DEFINED AS A VERTICAL COLUMN OF INFORMATION IN A FILE.

---

19. Type the word, NAME, press OPEN-APPLE-E and then the space bar until all of the extra letters beyond name have disappeared. What happened to the cursor when OPEN APPLE-E was pressed?

ANSWER: _____

_____

D.19. ANSWER: THE CURSOR CHANGED FROM LINE TO BLOCK.
YOUR SCREEN SHOULD APPEAR LIKE THE EXAMPLE SHOWN IN FIGURE 6-7.

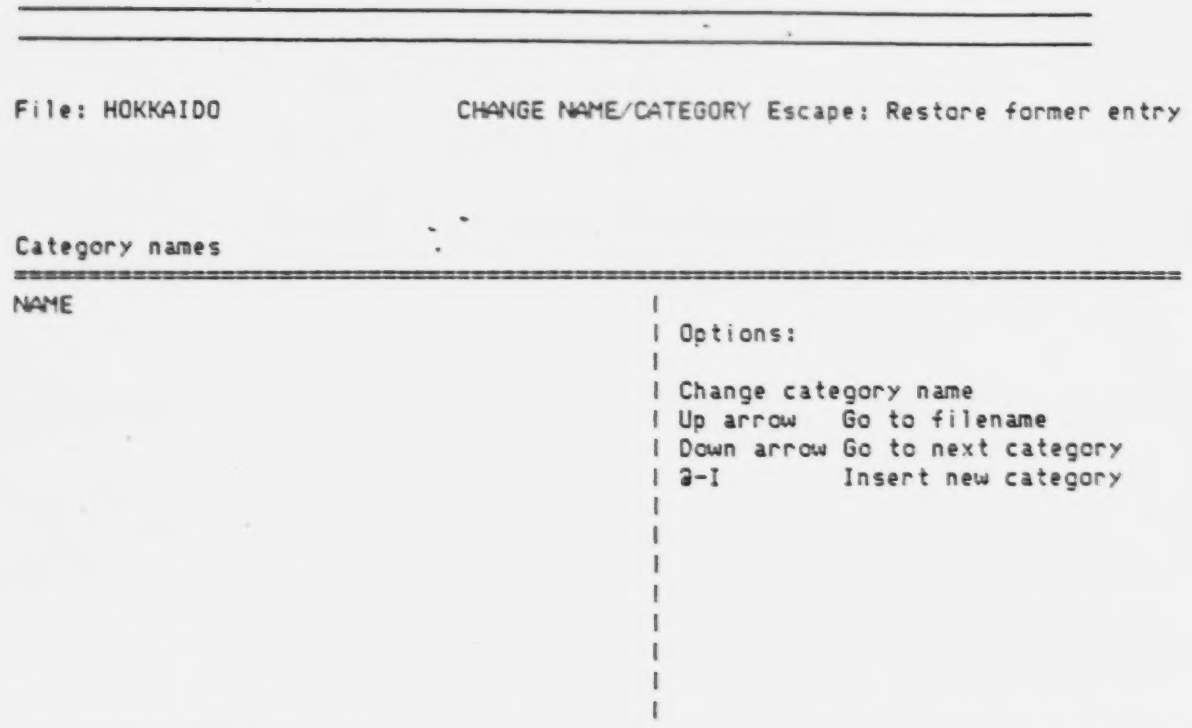


FIGURE 6-7. EXAMPLE OF ENTERING CATEGORY TITLES.

20. Press RETURN! What happens?

ANSWER: _____

_____

D.20. ANSWER: THE CURSOR MOVES DOWN A LINE AND BACK TO THE BEGINNING SO THAT A NEW CATEGORY MAY BE ADDED TO THE FILE.

ADD A NEW CATEGORY NOW BY TYPING DATE.

21. Press RETURN. What happens?

ANSWER: _____

_____

D.21. ANSWER: THE SAME ACTION AS BEFORE EXCEPT THAT NOW THERE ARE TWO CATEGORIES IN THE FILE.

22. Add two more categories following the procedure used above; TRAINING SESSION and ALL HANDS/DEPARTMENT. Then, press RETURN, ESC, SPACE BAR OR RETURN. What occurs?

ANSWER: _____

_____

D.22. ANSWER: YOU ARE READY TO BEGIN KEEPING RECORDS OR RECORDING INFORMATION IN THE VARIOUS CATEGORIES. RECORD 1 OF 1 APPEARS ABOVE THE LIST OF CATEGORIES. YOUR SCREEN SHOULD APPEAR LIKE THE EXAMPLE SHOWN IN FIGURE 6-8.

```
File: HOKKAIDO                INSERT NEW RECORDS      Escape: Review/Add/Change

Record 1 of 1
================================================================================
NAME: -
DATE: -
TRAINING SESSION: -
ALL HANDS/DEPARTMENT: -

--------------------------------------------------------------------------------
Type entry or use ? commands                                          55K Avail.
```

FIGURE 6-8. EXAMPLE OF INSERT NEW RECORDS.

23. Proceed as follows:

a. Type ETC ELECTRON

b. Press RETURN

c. Type today's date

d. Press RETURN

e. Type LEAKY GRID

f. Press RETURN

g. Type EEE

Your screen should look like the example shown in Figure 6-9.

File: HOKKAIDO INSERT NEW RECORDS Escape: Review/Add/Change

Record 1 of 2

NAME: ETC ELECTRON
DATE: 87MAR07
TRAINING SESSION: LEAKY GRID
ALL HANDS/DEPARTMENT: EEE

Type entry or use ? commands 55K Avail.

FIGURE 6-9. EXAMPLE OF A NEW RECORD.

h. Press RETURN

What happens after pressing the last return?

ANSWER: _____

D.23. ANSWER: RECORD 2 OF 2 APPEARS AND THE CURSOR IS AGAIN OPPOSITE THE NAME CATEGORY WHICH IS BLANK.

24. This time, enter the following information:

a. MKC OILY RAG

b. YESTERDAY

c. OIL LEAK

d. ENG

Now, press RETURN then press ESC.

What happens?

ANSWER:_____

D.24. ANSWER: THE ENTIRE FILE APPEARS, ARRANGED IN COLUMNS AND ROWS OR RECORDS AND CATEGORIES. THE MONITOR SCREEN SHOULD APPEAR AS IT DOES BELOW IN FIGURE 6-10.

File: HOKKAIDO REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NAME	DATE	TRAINING SESSIO	ALL HANDS/DEPAR
ETC ELECTRON	87MAR07	LEAKY GRID	EEE
MKC OILY RAG	YESTERDAY	OIL LEAK	ENG

Type entry or use ∂ commands ∂-? for Help

FIGURE 6-10. FILE ARRANGED IN COLUMNS AND ROWS.

25. Press ESC. You should see the Main Menu appear on the screen. This time, let's save the file. Select that option by pressing ↓ twice. Then press RETURN. Your screen should appear like the example shown in Figure 6-11.

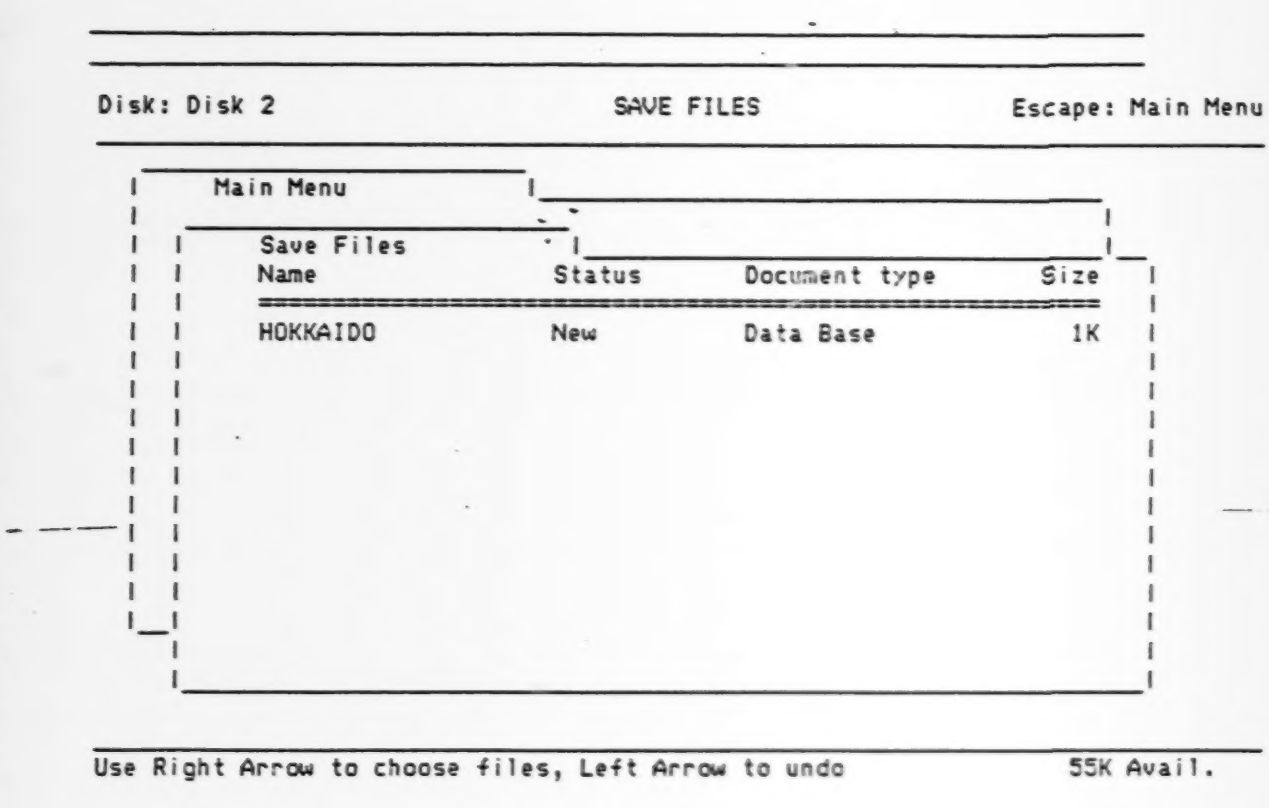


FIGURE 6-11. EXAMPLE OF THE SAVE FILES MENU.

26. Press RETURN again. What happens this time?

ANSWER: _____

D.26. ANSWER: THE PICTURE SHOWN IN FIGURE 6-12 APPEARS ON THE SCREEN.

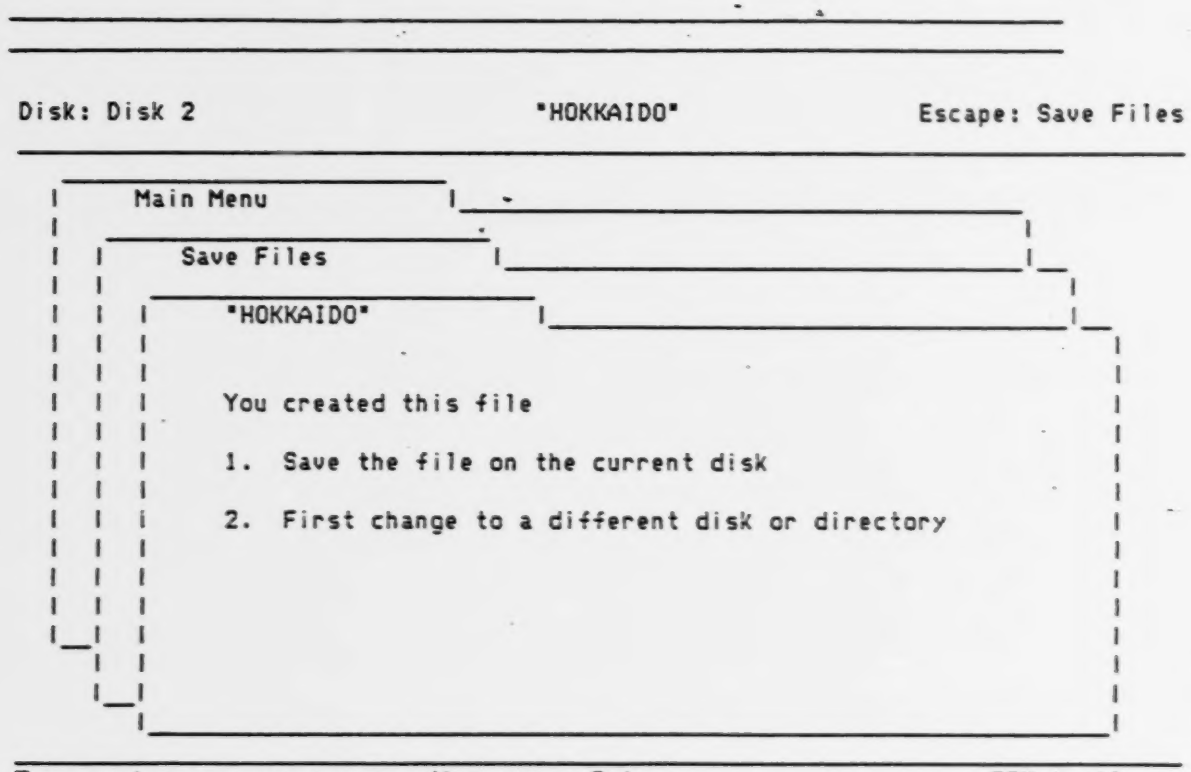


FIGURE 6-12. EXAMPLE OF DIRECTIONS FOR THE SAVE HOKKAIDO FILE.

27. Press RETURN a third time. How do you know your file is being saved on the disk in disk drive slot #2?

ANSWER: _____

D.27. ANSWER: THE WORDING ON THE SCREEN INDICATING THE FILE IS BEING SAVED. ALSO, THE RED LIGHT ON THE FRONT OF DISK DRIVE #2 BECOMES ENERGIZED MOMENTARILY.

28. You automatically return to the Main Menu after the save complete message appears.

29. Can you create a second file to be placed on the disk? Start by selecting option #1. Follow the process as you did above. This time, name the file, MARCUS.ISLAND, use the same Categories as with the first file, make two records as follows:

a. ETC BRIGHT FELLOW
TOMORROW
WATCHSTANDING
EEE

b. BMC BOWLINE
TODAY
SWIM CALL
ALL HANDS

and save the disk as before. The file you have saved should appear like the one shown in Figure 6-13.

File: MARCUS.ISLAND REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NAME	DATE	TRAINING SESSIO	ALL HANDS/DEPAR
ETC BRIGHT FELL	TOMORROW	WATCHSTANDING	EEE
EMC BOWLINE	TODAY	SWIM CALL	ALL HANDS

Type entry or use ⌘ commands ⌘-? for Help

FIGURE 6-13. EXAMPLE OF THE MARCUS ISLAND FILE.

30. Return to the Main Menu. Turn off the computer main power switch, remove the data disk from disk drive slot #2. Turn the computer main power switch back on. Then load the AppleWorks program as though you were just beginning a work session. Press DOWN ARROW four times and then RETURN. The computer screen should look like the example shown in Figure 6-14.

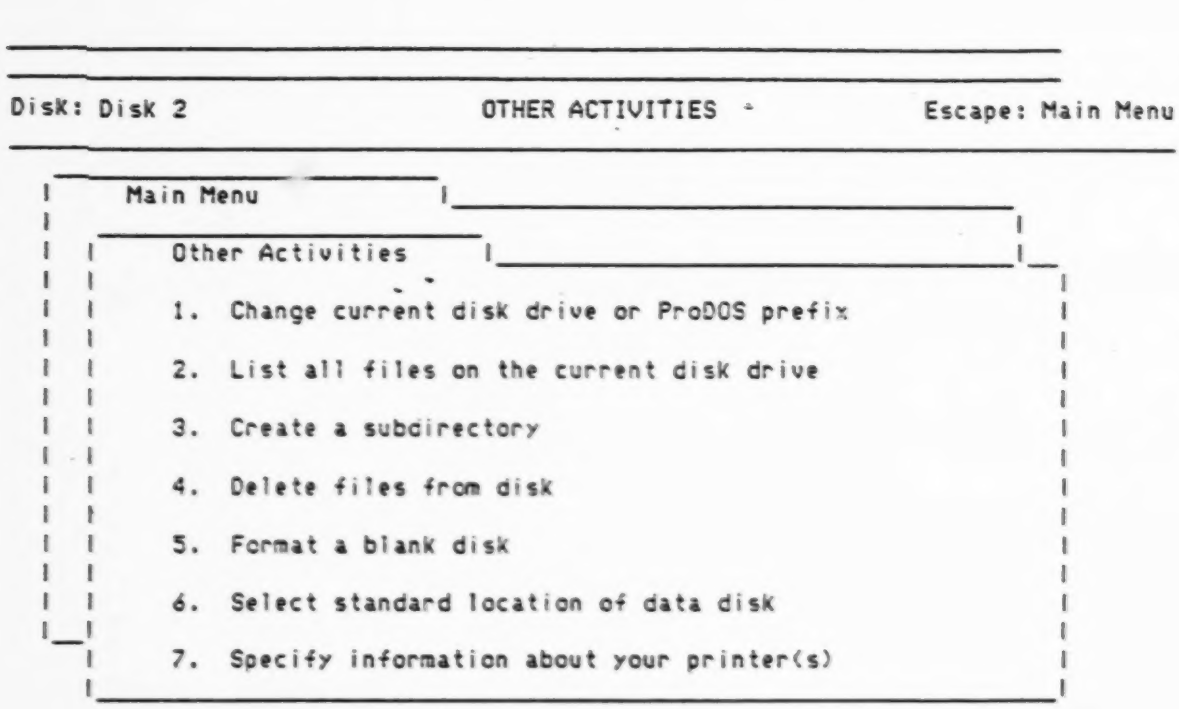

Disk: Disk 2
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
55K Avail.

FIGURE 6-14. EXAMPLE OF THE OTHER ACTIVITIES MENU.

31. If Disk 1 is shown in the top left hand corner of the screen, refer to the directions in D.14. of this lesson to change it to Disk 2 and then return to this point. Now press DOWN ARROW once. What happens?

ANSWER: _____

_____

_____

D.31. ANSWER: THE COMPUTER INDICATES IT CANNOT FIND ANY FILES ON THE DISK IN DISK DRIVE #2.

THERE IS NOT ONE THERE!
YOUR SCREEN SHOULD APPEAR LIKE THE EXAMPLE SHOWN IN FIGURE 6-15.

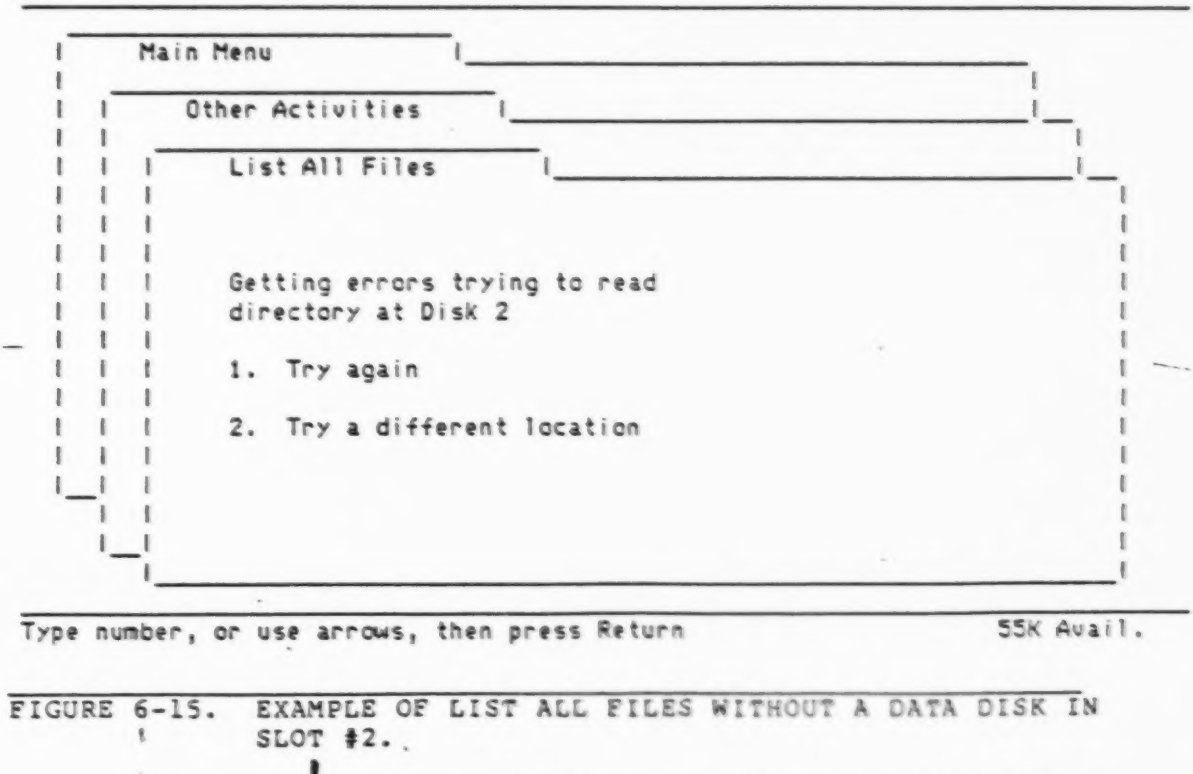


FIGURE 6-15. EXAMPLE OF LIST ALL FILES WITHOUT A DATA DISK IN SLOT #2.

32. Press ESC, place the data disk back in disk drive slot #2, press DOWN ARROW once and RETURN. What appears this time?

ANSWER: _____

D.32. ANSWER: THE FILES BY NAME (HOKKAIDO & MARCUS.ISLAND), THE TYPE OF FILE, THE FILE SIZE AND THE FILE REVISION DATE.
YOUR SCREEN SHOULD APPEAR LIKE THE EXAMPLE SHOWN IN FIGURE 6.16.

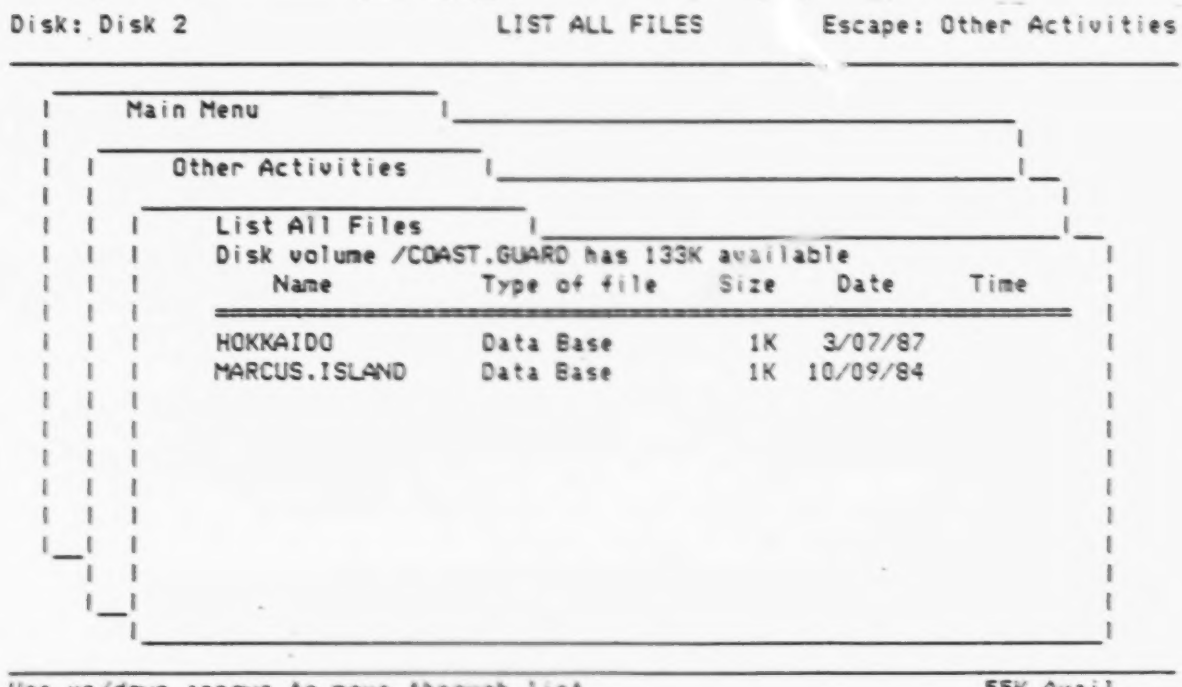


FIGURE 6-16. EXAMPLE LIST OF ALL FILES USING THE DATA DISK.

33. Return to the Main Menu and select option 2 and press RETURN. What message are you given?

ANSWER: _____

D.33. ANSWER: THAT THERE ARE NO FILES ON THE DESKTOP. YOUR SCREEN SHOULD APPEAR LIKE THE EXAMPLE SHOWN IN FIGURE 6-17.

IN ORDER TO WORK ON FILES THEY MUST FIRST BE BROUGHT TO THE DESKTOP. LET`S SEE IF WE CAN GET THEM ONTO THE DESKTOP.

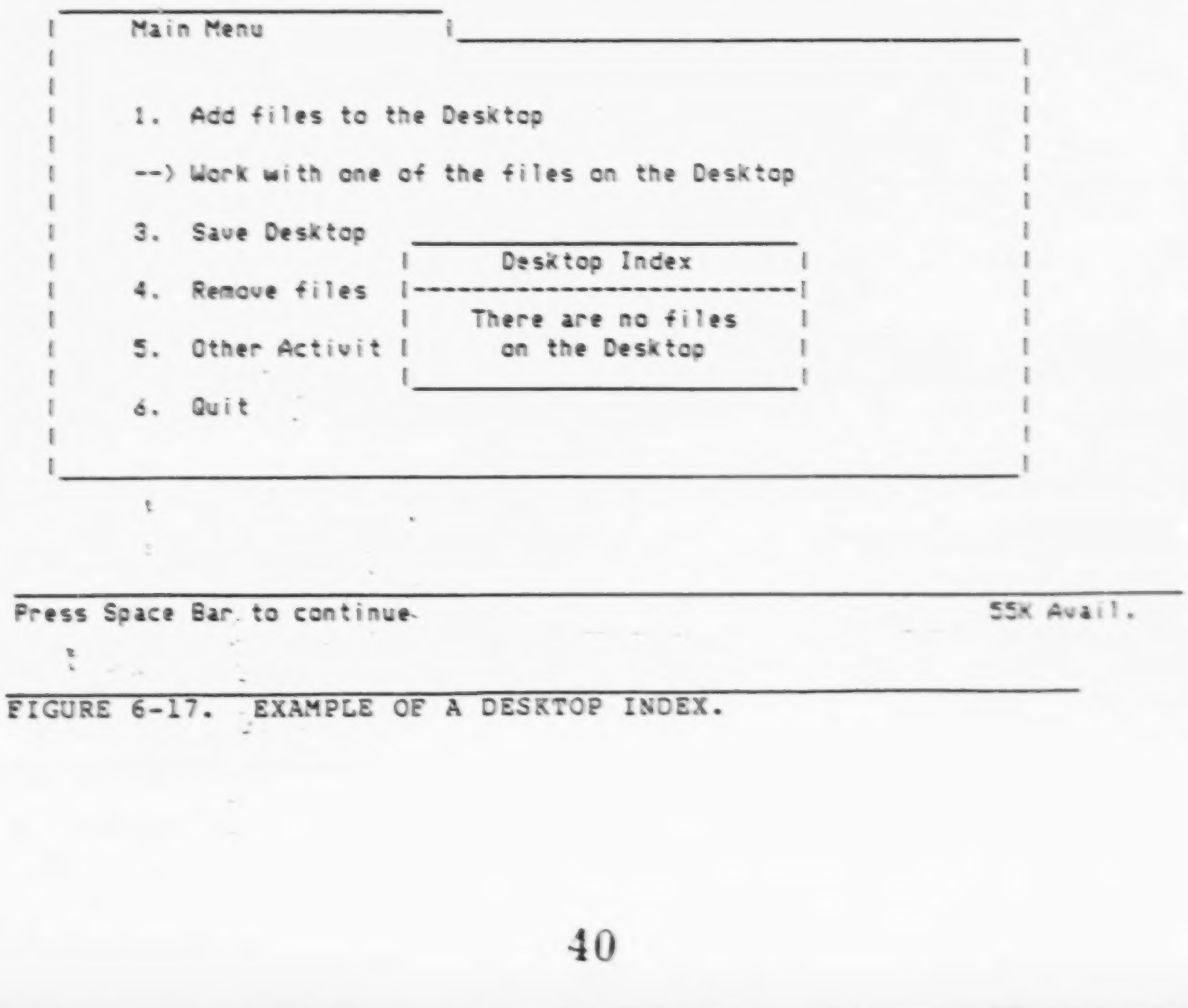


FIGURE 6-17. EXAMPLE OF A DESKTOP INDEX.

34. Press ESC and select option 1 by pressing RETURN. Then select option 1 again. What appears now?

ANSWER: _____

_____

D.34. ANSWER: A LIST OF THE FILES ON THE DATA DISK WITH HOKKAIDO HIGHLIGHTED. YOUR SCREEN SHOULD APPEAR LIKE THE EXAMPLE SHOWN IN FIGURE 6-18.

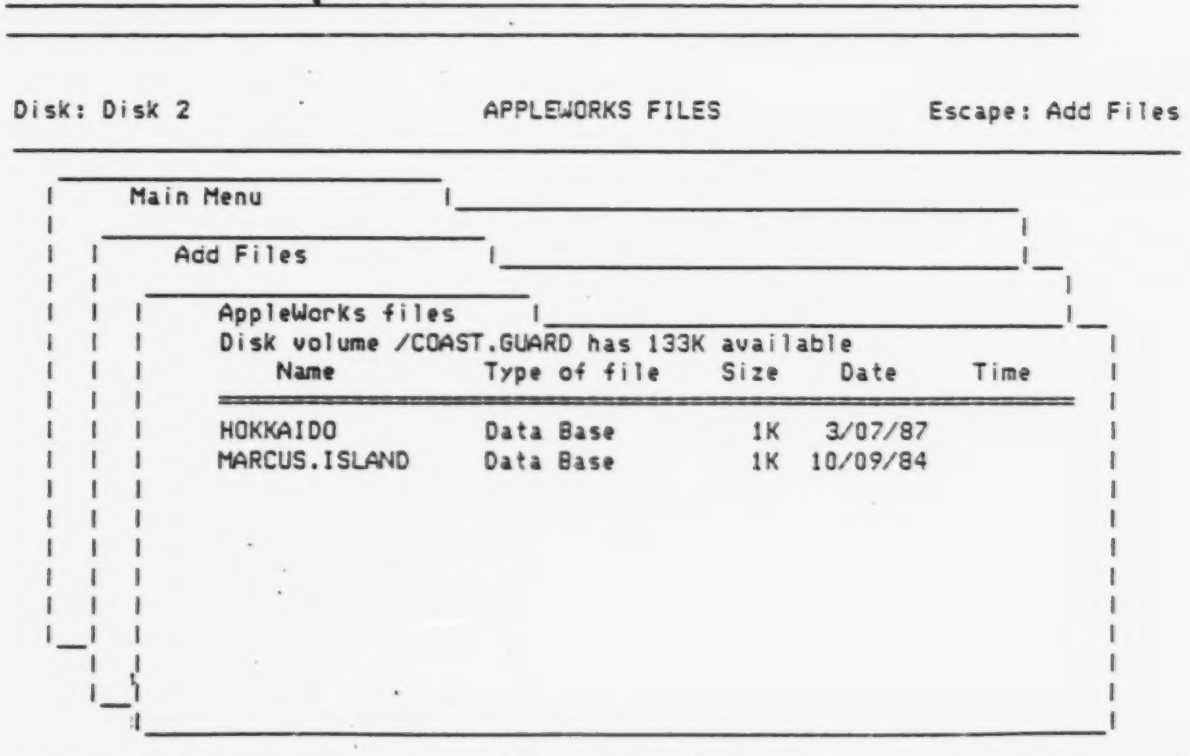


FIGURE 6-18. EXAMPLE OF A LIST OF FILES ON THE DATA DISK.

35. Press RETURN. What happens?

ANSWER: _____

_____

D.35. ANSWER: THE CATEGORIES AND RECORDS OF THE HOKKAIDO FILE ARE LISTED ON THE SCREEN. YOUR SCREEN SHOULD APPEAR LIKE THE EXAMPLE SHOWN IN FIGURE 6-19.

File: HOKKAIDO REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NAME	DATE	TRAINING SESSIO	ALL HANDS/DEPAR
ETC ELECTRON	87MAR07	LEAKY GRID	EEE
MKC OILY RAG	YESTERDAY	OIL LEAK	ENG

Type entry or use ∂ commands ∂-? for Help

FIGURE 6-19. EXAMPLE OF THE HOKKAIDO FILE.

36. Press ESC. Then repeat the operation and get similar information of the screen for the Marcus Island file. This time you must highlight Marcus Island before pressing RETURN.

37. Return to the Main Menu by pressing ESC. Then press DOWN ARROW once and then RETURN. What do the previous two steps accomplish?

ANSWER: _____

_____

D.37. ANSWER: THE OPERATION BROUGHT BOTH FILES TO THE DESKTOP. YOUR SCREEN SHOULD APPEAR LIKE THE EXAMPLE SHOWN IN FIGURE 6-20.

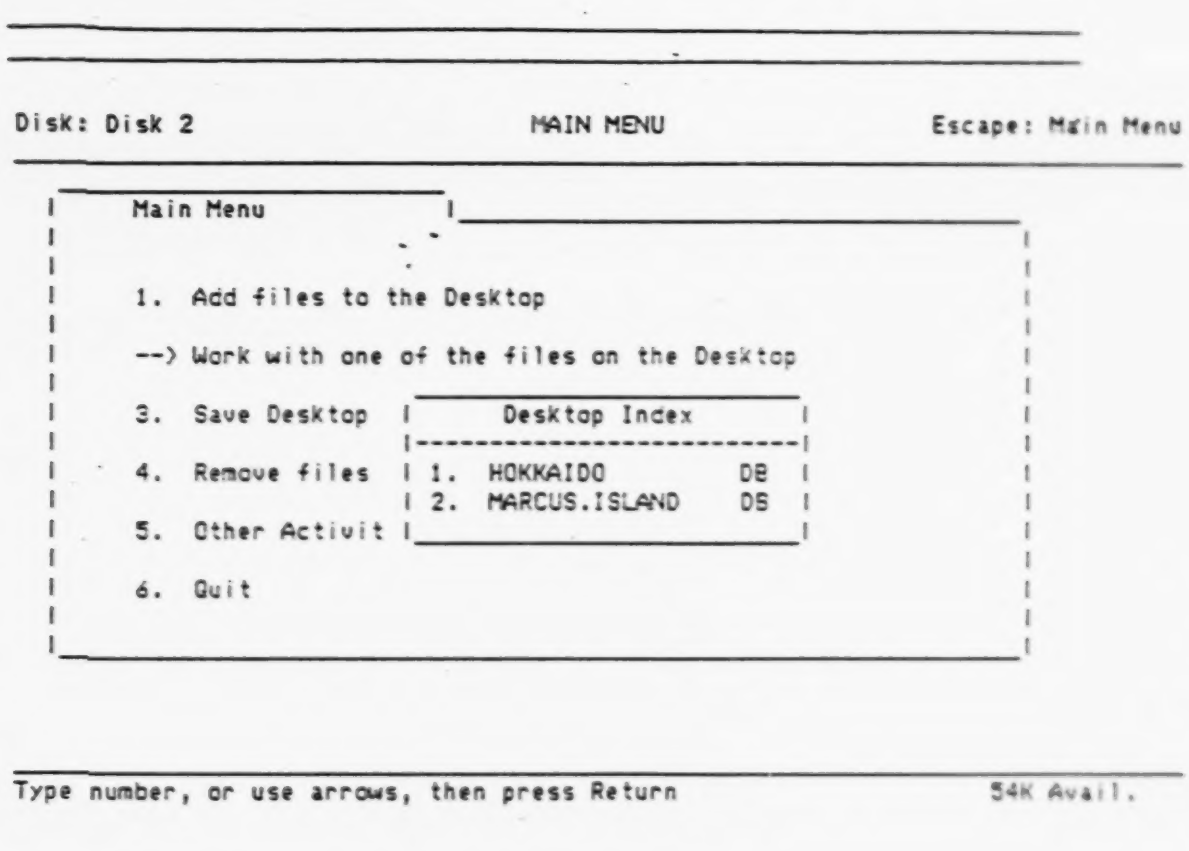


FIGURE 6-20. EXAMPLE OF A DESKTOP INDEX.

38. After selecting the Main Menu again, move to option 5, OTHER ACTIVITIES and press RETURN. Your screen should appear like the example shown in Figure 6-21. Then, select option 5 from the OTHER ACTIVITIES menu. What is the function of this program?

ANSWER: _____

D.38. ANSWER: IT ALLOWS YOU TO FORMAT A NEW DISK FOR USE WITHOUT HAVING TO SHIFT TO THE PRODOS.USERS DISK AS WAS DONE BEFORE WE MADE OUR FILES, HOKKAIDO AND MARCUS.ISLAND.

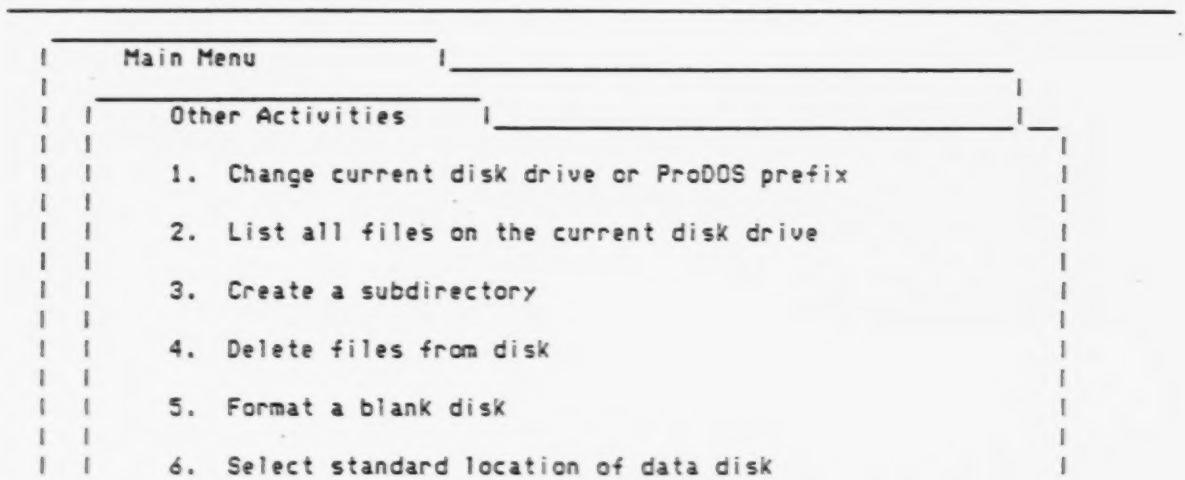

Disk: Disk 2
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
54K Avail.

FIGURE 6-21. EXAMPLE OF OTHER ACTIVITIES MENU.

39. Now that you know how to build a simple data base file, it's time for an introductory lesson about printers. We'll return to Data Base and file construction later.

NECESSARY INSERTS! FOR LESSON 6

B.8. ? SOUTH ARROW

C.1. ANS SOUTH ARROW

D.1. ? SOUTH/SOUTH ARROWS

D.15. ANS SOUTH ARROW

D.25. ? SOUTH ARROW